



BOARD OF EQUALIZATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	BOARD OF EQUALIZATION	RELEASE DATE:	Friday, August 29, 2008
POSITION TITLE:	Chief, Administrative Support Division	FINAL FILING DATE:	Friday, September 12, 2008
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	08252008_2

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Administration Department, the Chief, Administrative Support Division is responsible for formulating and recommending policy for the Division's programs and managing and directing the operations of the Division including Processing and Facilities Management, Business Services, Printing and Publishing Services and Supply, and Contract and Procurement Sections. This position also serves as the Emergency Coordinator for the Board of Equalization's headquarters facility.

The Chief formulates, recommends, and administers Board of Equalization policies and procedures in relation to the Division's functions. Develops effective staff operations, facilitates problem resolution, and determines strategies to meet the future needs of the Board of Equalization in these program areas. The position is responsible to plan, direct, evaluate, manage, and establish priorities for the Division's programs. Consults with and provides expert advice to constitutionally elected Board Members, the Executive Director and Executive Staff in the Division's program areas. Develops and recommends department-wide policy for the Division's program areas to support and facilitate accomplishment of the Board of Equalization's primary mission and strategic goals.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years

(excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Experience managing multiple components of a state departments' facility management functions.
2. Experience managing multiple components of a state departments' business services functions.
3. Experience managing multiple components of a state departments' contracts and procurement functions.
4. Experience directing the emergency coordination for a large department or facility.
5. Ability to recognize and understand a political environment and the consequences of actions, as well as an understanding of the roles and responsibilities of the constitutionally elected Board Members.
6. Ability to communicate with others as demonstrated by strong written and verbal communication skills; strong negotiating skills; and particularly the ability to represent the Board of Equalization effectively both internally and with the public.
7. Demonstrated strong management and administrative leadership skills, including the ability to facilitate the establishment of priorities, provide direction, and to be a productive member of the agency-wide management team.
8. Understanding of the organizational structure and various functions of the Board of Equalization.
9. Demonstrated ability to develop cooperative relationships with control agencies and program management.
10. Personal characteristics of integrity, initiative, innovation, adaptability, tact, dependability, and sound judgment.
11. A willingness to work in a high-rise building.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Administrative Support Division**, with the **BOARD OF EQUALIZATION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process may consist of two phases. Phase One - an application and statement of qualification rating. If deemed necessary, Phase Two - a Qualification Appraisal Interview. The applications will be screened on the basis of the preceding minimum and desirable qualifications and the critical factors below. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board of Equalization Members will make the final selection.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Applications (STD.678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, and desirable qualifications. This

Statement of Qualifications must discuss the following critical factors:

1. Describe your knowledge and experience managing a State departments' facility management functions (i.e., lease management activities, surplus property and equipment, vehicle pool, parking activities, mail operations, receive and process payments, etc.).
2. Describe your knowledge and experience managing a State departments' business services functions (i.e., space planning, acquisition, and leasing projects, including cost estimating, budgeting, monitoring, and negotiating with architects, engineers, developers, and contractors on office design, workflow, organizational adjacencies, physical and data security, public access, etc.).
3. Experience managing multiple components of a state departments' contracts and procurement functions. (i.e., acquisitions for services and products according to the State Contracting Manual, Purchase Authority Manual, and Public Contract Code, Administer the Small Purchase Bank Card Program, CAL-Card, etc.).
4. Describe your leadership ability including techniques for organizing and motivating groups and/or employees, directing the work of multi- professional and administrative staff, and dealing effectively with a variety of individuals, organizations, and state agencies.
5. Describe your ability to gain the confidence and support of top-level administrators and advise on a wide range of policy matters related to Facilities Management and Business Services.
6. Describe your knowledge and experience with the California legislative and budgetary processes, State control agencies, and other governmental entities that are necessary for effective program implementation.
7. Describe your experience working with elected officials or Board Members.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the 7 critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

BOARD OF EQUALIZATION, Examination and Recruitment Section
450 N Street, MIC:17, Sacramento, CA 95814
Terri Deane | (916) 323-9562 | TDeane@boe.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The BOARD OF EQUALIZATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>